United Nations ST/SGB/2013/3/Amend.1

Secretariat

12 August 2013

Secretary-General's bulletin

Staff Rules

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rules 12.2 (a) and 12.3 (a), hereby promulgates the text of amended staff rule 7.6 to implement General Assembly resolution 67/254 A. The text of the staff rule is contained in the annex to the present bulletin.

Section 1
Purpose

By its resolution 67/254 A on special subjects relating to the programme budget for the biennium 2012-2013, the General Assembly approved changes to the standards of accommodation for air travel proposed by the Secretary-General subject to the conclusions and recommendations from the Advisory Committee on Administrative and Budgetary Questions. Pursuant to section VI of Assembly resolution 67/254 A, amendments were made to paragraphs (f) and (g) of staff rule 7.6 in order to implement the new standards of accommodation for air travel. A revised administrative instruction on official travel (ST/AI/2013/3) provides the details on the implementation of the new standards of accommodation for air travel.

Section 2
Final provisions

2.1 Provisional staff rule 7.6 is effective from the date of issuance of the present bulletin.

2.2 The present bulletin amends ST/SGB/2013/3.

(*Signed*) **BAN** Ki-moon
Secretary-General

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Annex

Staff rule 7.6
Mode, dates, route and standard of travel

(a) Official travel shall, in all instances, be by a mode, route and standard of travel approved in advance by the Secretary-General.

(b) Travel expenses and other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved mode, dates, route and standard of travel. Staff members who wish, for reasons of personal preference or convenience, to make travel arrangements that vary from the approved mode, dates, route or standard of travel must obtain permission to do so in advance and assume the responsibility for all changes, including payment of any additional costs thus incurred above the entitlement authorized by the United Nations.

Mode of travel

(c) The normal mode of travel for all official travel shall be by air. An alternative mode of travel may be approved when the Secretary-General determines that its use is in the best interest of the United Nations.

(d) If a staff member or family member travels by a more economical mode of travel than the approved mode, the United Nations shall pay only for the mode of travel actually used.

Official dates of travel

(e) The official departure date is normally the day on which travel must start to allow the traveller to arrive at the place of official business before the commencement of duties. The official return date is normally the day after duties on official business have ended.

Route of travel

(f) The normal route for all official travel shall be the most economical route available, provided that the total time of the whole journey does not exceed that of the most direct route by four hours or more. An alternative route may be approved when the Secretary-General determines that it is in the best interest of the United Nations.

Standard of travel

(g) For all official travel by air, staff members and their eligible family members shall be provided with economy class transportation in accordance with the most economical route available subject to paragraph (f) above.

(h) Under conditions established by the Secretary-General, staff members and their eligible family members may be granted a standard of travel immediately below first class.

(i) In exceptional cases, a higher standard of travel may be approved by the Secretary-General.

(j) Children, including those under 2 years of age, travelling by air shall be provided with a ticket entitling them to a seat.

(k) For all official travel by train or commercial ground transportation approved under paragraph (c) above, staff members and their eligible family members shall be granted regular first-class travel or an equivalent standard.

(l) For all official water travel approved under paragraph (c) above, staff members and their eligible family members shall be granted a standard of travel to be determined by the Secretary-General, appropriate to the circumstances of the case.

(m) If a staff member or eligible family member travels using a more economical standard than the one approved, the United Nations shall pay only for the standard actually used at the rate paid by the traveller.